

DEPUTY NURSERY MANAGER

CANDIDATE INFORMATION



**King's
St Alban's**

INDEPENDENT CO-ED DAY SCHOOL FOR AGES 2-11



Welcome

Thank you for your interest in the role of Deputy Nursery Manager at King's St Alban's Prep School.

I am so pleased that you are considering applying for the position of Deputy Nursery Manager at King's St Alban's Prep School.

This is a busy and fulfilling community of which to be a part. Our warm and nurturing Pre-Prep provides the stability young children need to develop in confidence and independence amidst a wide range of opportunities.

The Early Years journey starts at the age of two at King's St Alban's Nursery, continuing until children's pre-school year, after which many will step across to the familiarity of the Reception class.

This post would suit an individual with lots of ideas, energy, ambition and enthusiasm; a proactive

team player who will work alongside the Nursery Manager on a day-to-day basis, ensuring the continued success of our award winning provision whilst becoming involved in the wider life of King's St Alban's and the King's Foundation.

If this sounds like the role for you, I look forward to receiving your application.

A handwritten signature in black ink that reads "N. Hawker".

Nick Hawker
Head
King's St Alban's Prep School



Job description

This is a fantastic opportunity to join our friendly Nursery team at King's St Alban's. We are a small team of hugely committed individuals who love making sure that our children are greeted warmly on arrival and encouraged to participate in a variety of activities.

We are looking for hard-working individuals with a flair for creativity and a great sense of humour.

Hours of work

This is a permanent, year-round position, 37.5 hours per week.

Start date: As soon as possible following the successful completion of pre-employment checks.

Salary Up to £29,367 per annum depending on skills and experience.

Situated in its own building within King's St Alban's, the Pre-Prep department is a safe, vibrant, purpose-built centre with excellent indoor and outdoor facilities. These include a multi-purpose hall, early years library and outdoor learning environment.

The Nursery and classrooms are well-equipped, with interactive whiteboards and a wealth of learning materials and resources.

Our Pre-Prep team comprises 14 teachers, teaching assistants and nursery practitioners, all with a

passion for the children's learning and a genuine commitment to the school.

Working closely with the Early Years' teaching teams, our experienced and caring Nursery staff stimulate young minds and encourage a love of learning through an exciting programme of free play and teacher-led activities, helping children to thrive while they prepare for their transition to school. Children benefit from a wide range of onsite opportunities including swimming, Forest School, foreign language lessons, music, P.E, cooking, yoga, amongst many others.

Main purpose of the role

- Ensure the Nursery remains in line with the ethos of the Head and the School.
- Manage delivery of the Early Years curriculum in Nursery in conjunction with the Nursery Manager.
- Support the School in securing effective management of staff and Nursery operations, seeking continuous improvement of operating procedures.
- Work closely with the Nursery Manager in many areas including communication, curriculum, assessment, staffing, development and use of facilities.
- Work closely with the Nursery Manager and the Head in the marketing of the Nursery.

- Act as Room Leader for one of the Nursery rooms.
- Champion robust safeguarding practices.

Management duties

- Lead by example as a practitioner and as a manager, seeking to achieve high standards of attainment, behaviour and motivation.
- Monitor and evaluate delivery of an exciting and stimulating curriculum that fully supports children's interests and development within the EYFS, in association with the Nursery Manager.
- In association with the Nursery Manager, monitor effective assessment procedures and records of progress and development for all children in Nursery.
- Monitor delivery of the Two-Year-Old Progress Checks to parents/carers, in line with the statutory requirements, in association with the Nursery Manager.
- Formulate and maintain a robust system for monitoring the next steps in children's learning in Nursery, in conjunction with the Nursery Manager.
- In association with the Nursery Manager, implement a system for recording children's learning through floor books and ClassDojo, and the regular sharing of children's success with parents.

Job description

- ♦ Liaise with parents to ensure they have a full understanding of the EYFS and work with the Nursery Manager to ensure successful parental information and engagement events.
- ♦ Ensure good lines of communication with parents in all matters relating to Nursery, and ensure the Nursery Manager is aware of all parental communication.
- ♦ Where possible, meet with all prospective Nursery parents and assist the Registrar and Nursery Manager in the application process.
- ♦ Work closely with the Nursery Manager to ensure smooth transition between years in the Nursery.
- ♦ Assist the Nursery Manager and the Reception teachers, where necessary, in ensuring a smooth transition from the Nursery to the School within the EYFS setting.
- ♦ Meet weekly with the Nursery Manager to discuss all matters pertaining to Nursery.
- ♦ Establish good relationships, encourage good working practices and support and encourage colleagues.
- ♦ Ensure familiarity with the requirements of EYFS among all staff and remain informed of statutory aspects of the early years, in association with the Head and Nursery Manager, ensuring the School is compliant in relation to the ISSRs, as appropriate.
- ♦ Stay abreast of changing policies and practices within EYFS.
- ♦ Foster and maintain strong links with other Nurseries and the Kindergarten at King's Hawford.
- ♦ Utilise our central location to maximise opportunities for learning beyond the Nursery.
- ♦ Support the training and induction of new staff and for trainee practitioners.
- ♦ Maintain effective and efficient management and organisation of the accommodation and resources of Nursery.
- ♦ Ensure the maintenance of a structured environment for effective learning, for good behaviour and discipline and for pupils' spiritual, moral, social and cultural development.
- ♦ In conjunction with the Nursery Manager, ensure effective and compliant staff deployment is in place across all areas of Nursery.

Leadership

- ♦ Support the Head and Nursery Manager in providing a clear direction for the development of the School and the Nursery in particular.
- ♦ Support the Head and Nursery Manager in the review, implementation, development and monitoring of EYFS policies which promote the School's values, aims and objectives with children's well-being at their heart.

Staffing and resources

- ♦ Alongside the Nursery Manager, lead the professional development of all Nursery staff through example and peer support.
- ♦ Support the Nursery Manager to ensure that appropriate staff training is delivered, taking into account statutory requirements and developmental needs.

Parental partnership

- ♦ Maintain a positive partnership with all parents, seeking to build a welcoming and open Nursery section of the school.
- ♦ Arrange for parents' social events as required.
- ♦ Ensure that the reporting structure allows for parents to be fully aware of progress and organise appropriate parents' meetings.

Person specification

It is expected that the Deputy Nursery Manager will demonstrate a range of qualities, skills and experience, as outlined below.

EXPERIENCE AND KNOWLEDGE
At least two years' experience in a nursery setting (Essential)
Experience of working as part of a team (Essential)
Knowledge of child development and the EYFS (Essential)
Have a strong regard for children's safety and well-being, proactively demonstrating an understanding of the importance of safeguarding processes and procedures. (Essential)
Experience of working in a nursery setting in receipt of a recent successful inspection (Desirable)
Knowledge of safer recruitment (Desirable)
An awareness of other child philosophies such as Montessori, Reggio Emilia and Steiner (Desirable)
PERSONAL AND ROLE RELATED SKILLS
Appropriate levels of skills in literacy, numeracy and ICT
Excellent organisational skills
A passion for working with children in the EYFS
Excellent personal, communication and listening skills.
An eye for detail and ability to ensure the day-to-day operation of the Nursery is kept to a high standard
Approachable, friendly and caring nature.
Ability to work well as part of a team and independently, using own initiative.
Ability to work well under pressure and to remain calm.
Capacity to work independently and creatively to the benefit of all children
A good sense of humour.

QUALIFICATIONS REQUIRED
Minimum of a recognised NVQ Level 3 qualification in childcare development or equivalent (Essential)
BA in Education Studies or degree in Childhood Studies (Desirable)
Paediatric first aid certificate (Desirable, training can be provided)



Safeguarding Responsibilities at King's Worcester

The King's Foundation is committed to safeguarding and meeting the needs of all children.

What is safeguarding?

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring children grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to ensure all children have the best outcomes.

(Definition from *Keeping Children Safe in Education, 2025*)

Our commitment to safeguarding

The King's School, Worcester ensures that safeguarding is given the highest priority and actively promotes the well-being of pupils. Safeguarding and child protection are at the forefront of, and underpin all relevant aspects of, process and policy development.

The Foundation's safeguarding culture supports good practice and enables issues to be addressed promptly and appropriately in the best interests of the children.

Safeguarding culture at King's

As we strive to maintain an open culture of safeguarding across the King's Foundation, we:

- Train our staff in safeguarding
- Work in partnership with King's families
- Liaise with external support agencies
- Follow the four Rs: Recognise, Record, Report, Refer
- Prioritise early intervention
- Listen to pupils
- Encourage professional curiosity
- Create a team around the child.

Responsibilities of the successful candidate

Staff are advised to maintain an attitude of "it could be happening here and probably is" as far as safeguarding is concerned and should always act in the best interest of the child.

All staff must:

- Actively promote and safeguard the welfare of all pupils
- Have proper regard for the Foundation's Safeguarding Policy and related procedures
- Report any concerns in a timely manner
- Attend annual safeguarding training.



Application Process

In order to provide our pupils with a well-rounded and enriched educational experience which is truly representative of the world in which they grow up, the King's Foundation strives to place equity, diversity and inclusion at the heart of everything we do, ensuring that we build a community which is truly representative of all backgrounds and experiences. We believe that we will do that best if our employees come from different backgrounds and if we create an environment of inclusion and belonging for them.

All applications will be acknowledged and all applicants will be notified as to whether or not they have been invited to an interview.

Successful applicants will be advised of the date and time of the interview. References will be requested and candidates should be aware that referees will be asked to comment on a candidate's disciplinary record and whether or not the candidate has been subject to any child protection concerns. Proof of identity will be required at interview.

Candidates unsuccessful at interview will receive written notification.

The School is required to ensure that the successful candidate is checked by the Disclosure and Barring Service. Details of the School's policies on safeguarding and promoting the welfare of children as well as equal opportunities are available on request. References will be obtained and verified prior to the appointment being confirmed.

The King's Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. Shortlisted applicants will be required to complete a self-declaration form in relation to any criminal record or information that may make you unsuitable to work with children, and will be subject to an online search.

How to apply

Candidates should complete a downloadable application form which can be found on the Current Vacancies page of our website at www.ksw.org.uk/careers and should then be emailed to recruitment@ksw.org.uk

Please submit any queries regarding the role to the HR team at recruitment@ksw.org.uk

Application deadline: 9am Monday 1st June 2026

Please note that we reserve the right to interview suitable candidates and appoint to the role before the closing date, so early applications are encouraged.

Start date: As soon as possible following the successful completion of pre-employment checks.

Please visit the vacancies page of the School website www.ksw.org.uk/careers to find out more about the benefits of working at King's and to hear why our staff love being a member of the Foundation community.





The King's School, Worcester

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ksw.org.uk

The King's School, Worcester: A company limited by guarantee, registered in England.
Registered office: 5 College Green, Worcester WRI 2LL. Company No: 4776324. Registered charity No: 1098236.

The information, terms and conditions set out in this prospectus and all occasional papers may be amended from time to time, and their provisions, subject to any such amendments, shall continue to apply for the whole period during which a boy or girl continues to attend the School, irrespective of his or her age.